

Books24x7 On the Go™

Learning On the Move for the Mobile Work Force

Did you know that your Books24x7 subscription can be accessed from any web-browser enabled mobile device? This feature is called Books24x7® On the Go™ and it is available to all Books24x7 subscribers for no extra charge!

If you're on the road a lot and it's not always convenient to fire-up your laptop, Book24x7 On the Go™ may be the perfect solution for your information needs.

Imagine pulling down that piece of important information as you are heading for your next meeting, or reading a chapter of a leading business book on your smart phone while you're on the train or waiting for your flight.

How do you access the Books24x7 On the Go™ site?

To get started using the mobile site, you must first log into the VA TMS on a computer and launch the Books24x7 site. Then click on the Mobile Users icon in the upper right corner of the Book24x7 site home page to get your Books24x7 On the Go credentials and login instructions.



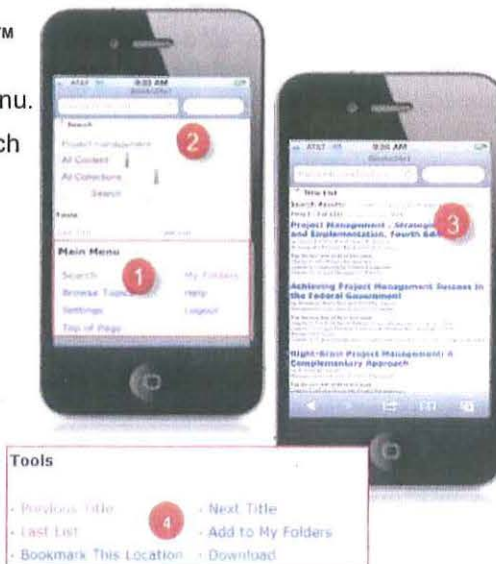
Then go to <http://mobile.books24x7.com> from your mobile device and enter your login credentials.

What You'll See When You Access Books24x7 On the Go™

The Books24x7 On the Go™ mobile site is optimized for low-bandwidth devices and delivers all of the major features of the primary Books24x7 platform. You'll find the rich functionality of the Books24x7 site is preserved with complete search, browse, and book navigation capabilities. All personal and corporate folders are accessible and you will have the ability to add books, bookmarks, and annotations to previously created personal folders.

Navigating Books24x7 On the Go™

1. Click on Search in the Main Menu.
2. Enter your Keywords and Search Options.
3. Choose the search result you would like to access.
4. Once you have accessed the title, you may read the full text online. Or, use the Tools options to Bookmark, add it to your Folders, or download chapters.



How to Install the Books24x7 Icon on Your iPhone

- Open a new browser on your iPhone via the Safari link on the bottom row of your Home screen.
- Enter the Books24x7 On the Go mobile url: <http://mobile.books24x7.com>;
- Once the Books24x7 mobile Login page appears, hit the "+" button (iPhone 3 series) or button (iPhone 4 series) at the bottom of the browser page.
- Click "Add to Home Screen".
- You will be asked to accept or rename the label Books24x7, and you will be able to preview the graphic which will display. Click Add.
- The shortcut -- which will look just like an App button -- will be added to your home screen(s) at the next available spot (it may appear on a second or third screen depending upon how many apps and shortcuts you already have).



Books24x7 On the Go™

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Books24x7 Chapters to Go for Mobile

This premium feature provides chapter-level downloads in PDF, Kindle-ready mobi or e-PUB formats for offline reading or printing. Users with access to the Books24x7 mobile site can also perform Chapters to Go downloads on the mobile site as well as in their regular Books24x7 account.

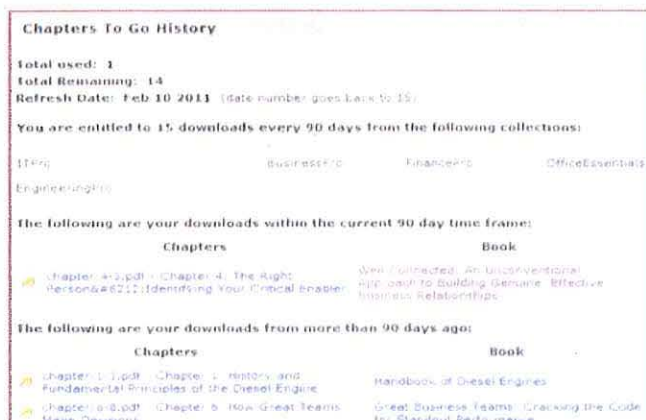
How it works:

- You are allotted a quota of 15 chapter downloads every 90 days that you can pull down to your PC or your mobile device.
- Your quota of downloads is refreshed every 90 days, resetting back to 15 available downloads regardless of whether you have used all or only a portion of the previous periods allotment.
- When in a chapter of a book, the "Chapters to Go Download" option will appear under the Tools area. Selecting this link will bring you to the Download Center enabling you to download the chapter.



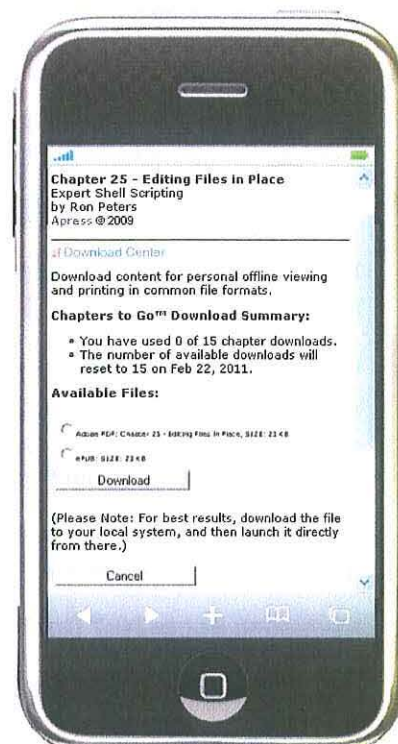
NOTE - Each chapter download is watermarked with your name and organization as well as copyright information.

Information on downloads executed from the mobile site is automatically synchronized with the user's Books24x7 account. The Account Info page of your Books24x7 account will provide detailed information on all downloads, including your quota status, the collection(s) that have this feature enabled and history of the chapters that you have already downloaded.



The Chapters to Go Download Center Lets You:

- View the number of downloads you have used and the number remaining
- View your refresh date
- Download the chapter using the 'Download' button



Books24x7®

Accessing Books24x7 from the VA TMS

As a user of the VA TMS you can now access Books24x7 Referenceware™. Books24x7 is an online library containing thousands of the latest business and technology books. You will be able to get access to the latest in technology content in the IT Pro collection, or best business topics and professional skills and development in the Business Pro collection. Office Essentials covers the popular desktop applications in easy to understand language and Well-Being Essentials will help you manage your life outside the office.

Easy to Access and Use

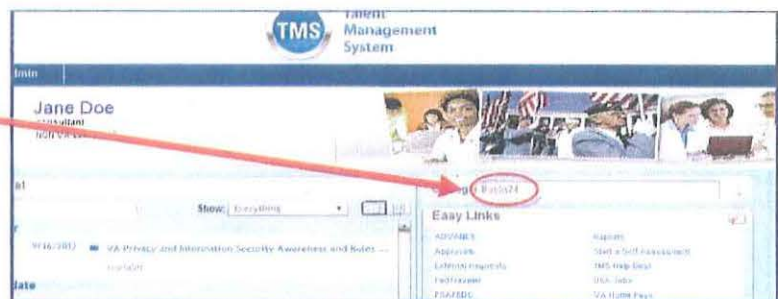
1. Login to the VA TMS – <https://www.va.tms.gov>

- For login and password help contact your local VA Administrator
- Visit the [Inside TMS](#) informational page to look up your local VA administrator, find VA TMS Orientation and How To's, as well as up-to-date VA TMS news and announcements.



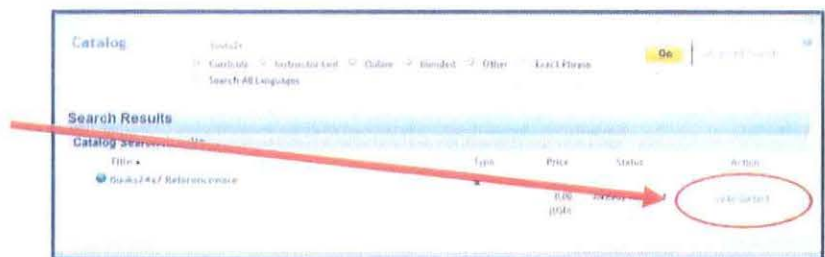
2. Locate Books24x7 in the Catalog

- Type "Books24" in the Catalog search box.
- Hit **Enter** or click on the **Search** icon



3. Launch the Books24x7 site

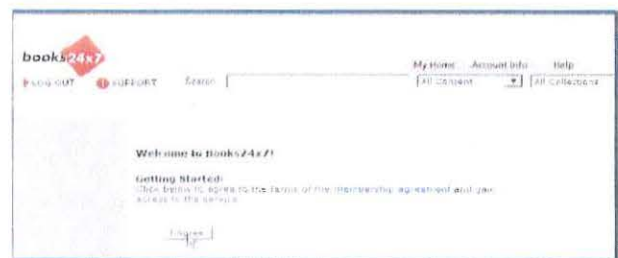
- Click on the **Go To Content** button on the Search Results page
- The Book24x7 portal will launch in a separate browser window.



Time Saver!! Use this [direct link](#) and enter your VA TMS ID & PW to go directly to the Book24x7 launch page.

4. Accept Membership Terms

- The **first time** you launch Books24x7 you will be presented with a welcome screen asking you to review and agree to the terms of the site Membership Agreement.
- Click the link to review the terms then click on the **I Agree** button.



Accessing Books24x7 from the VA TMS

5. Overview of the Books24x7 portal home page

- Enter a keyword, specific book title, or author in the **Search** box.
- Use the **Browse Topics** dropdown to find books by category.
- Using the **Folders** section on the left side of the screen, you can save your favorite titles in a **Personal Folder**, see recommended titles for VA initiatives in the **Corporate Folders** section, or find newly released titles in the **System Folders**.
- For a complete overview of Books features, tools and navigation, we recommend you spend 4 minutes taking the **Books Virtual Tour**.
- Click on the **Help** tab in the top toolbar for information and **Quick Reference Guides** on:
 - Using Books24x7 On the Go™ to access Books24x7 from your mobile device
 - Accessing Books24x7 Audio Books
 - Using Bookmarks & Notes

